

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA



CAREER OPPORTUNITY ANNOUNCEMENT - COURT OPERATIONS INTERN

Position Title: Court Intern, temporary part-time (24 hours per week)
Vacancy Number: T22-01
Location: Pensacola
Closing Date: Open Until Filled
Grade: CL 21/1
Salary: \$22,457 full-time annually (\$11.05 per hour)

POSITION OVERVIEW

The United States District Court, Northern District of Florida is now accepting applications for non-civil service **temporary** position located in the office of the Clerk of Court Pensacola division. This is an excellent opportunity for individuals who are interested in learning about the Federal Court system, and who are self-motivated with strong attention to detail. The goal of these internships is to develop tomorrow's judiciary employees through exposure, assignments, rotations, networking, training and mentoring; as such the intern will be exposed to various opportunities within the federal judiciary district court.

The Court Intern position will assist with tasks related to court operations administration, and automation. The court intern position is a **temporary** employment opportunity starting April 25, 2022. This temporary position start date is negotiable. The court internship is for the summer of 2022. There may be a potential option for an extension of the internship up to September 30, 2022. This position is a part-time position for 24 hours per week, with the potential for working additional time up to 40 hours per week if available.

REPRESENTATIVE DUTIES

- Receives, screens, copies, and routes correspondence and other materials to appropriate personnel;
- Receives, screens, and refers telephone calls and visitors; answers routine inquiries and provide assistance while maintaining excellent customer service skills and upholding confidentiality requirements;
- Operates a variety of copying, mailing, scanning, and computer equipment;
- Sorting, classifying, copying, distributing, and filing court records to assist judicial, legal, professional, and/or administrative staff;
- Unpacking boxes, organizing storage rooms, stocking shelves, archiving records, organizing jury and court records by fiscal year;
- Assists judicial, legal, professional and/or administrative staff with jury matters;
- Assists judicial, legal, professional, and/or administrative staff in collecting, maintaining, and processing case information; and
- Assists with court ceremonies and performs other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

Mandatory Requirements

The candidate must have the ability to follow directions and use judgment based on the requirements of the position and the direction provided. This requires setting priorities and addressing duties in accordance with those priorities. This position requires skill in the use of automated systems and programs. The complexity of the position requires the ability to handle multiple tasks, the ability to cope with distractions, and the ability to maintain confidentiality of information. Candidates must have excellent communication, interpersonal, and customer service skills. Candidates must be 18 years of age or older and a legal resident of the United States. A high school diploma or equivalent is required with clerical experience, or some college education required.

Preferred Qualifications

- Candidates pursuing a degree in legal studies, criminal justice, public administration, or similar fields of study are preferred.
- Previous court experience is preferred.
- Experience in listening to and recording complex information, note taking, and producing professional, grammatically correct written summaries.
- Ability to consistently demonstrate sound ethics, excellent judgment, a positive attitude, and a high level of professionalism.

EMPLOYMENT INFORMATION

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "At Will" employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at www.flnd.uscourts.gov.

APPLICANT INFORMATION

Qualified applicants should submit the following documents in PDF format via email to Andrea.Zern@flnd.uscourts.gov

1. A cover letter describing how your experience relates to the position.
2. A resume detailing experience, education, and skills.
3. An application for Judicial Employment **AO 78** found [here](#).
4. Reference letter from a professor or community leader.

Applications can be submitted by mailing all required documents to the following address:

Vacancy Announcement # T22-01
United States District Court
Northern District of Florida
One North Palafox Street
Pensacola, FL 32502

ADDITIONAL APPLICANT INFORMATION

Preferred submission of application is via email to Andrea.Zern@flnd.uscourts.gov. Applicants will be screened and **only the most qualified candidates will be invited for an interview**. Open until filled. Candidates will be subject to a background investigation. Mandatory electronic funds transfer of salary payments required.

The Court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER